UNITED STATES DEPARTMENT OF AGRICULTURE.
OFFICE OF CHIEF CLERK.
WASHINGTON, D. C.

March 2, 1916.

MISUSE OF HAND TOWELS.

To Chief Clerks of Bureaus, Divisions, and Offices:

Many hand towels are being used for purposes never contemplated by the Department in furnishing and laundrying these toilet requisites.

In a single day's collection of soiled hand towels for the laundry 151 were found which had been grossly misused. Several branches of the Department were represented. Some of these towels showed evidence of having been used for wiping dirt from shoes or floors, others were stained with ink or chemicals, and all were soiled in a manner and to an extent that could not possibly have resulted from proper use as toilet requisites.

Your cooperation is requested in bringing this abuse to the attention of all employees with instructions that it must be stopped. The condition of hand towels turned in for laundrying will be closely watched and any employee detected in misusing them will be called to account.

R M Reece

Chief Clerk.